

Opening Date: October 20, 2009

Closing Date: November 2, 2009

JOB OPPORTUNITY BULLETIN
MISSOURI STATE HIGHWAY PATROL
MOTOR VEHICLE INSPECTION DIVISION

TITLE: Clerk Typist I, II, III

LOCATION: General Headquarters, Jefferson City

FACILITATOR: Christina Suthoff (573) 526-6340
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DESCRIPTION: The Clerk Typist I, II, or III position is assigned to the Motor Vehicle Inspection Division for the Missouri State Highway Patrol's General Headquarters. The official domicile for this position is Jefferson City, Missouri. This position is classified as non-exempt under the Fair Labor Standards Act.

POSITION SUMMARY: This position is responsible for entering forms, reports, and data received from officers into various databases; typing and filing correspondence, expense accounts, forms, reports, and other materials from rough draft or dictating equipment; searching files and posting routine data. This position also opens, sorts, and distributes mail to proper sources; serves as a receptionist, greets the public, directs individuals to proper office and gives non-technical information when necessary; answers telephone inquiries, takes and transmits messages; posts and checks officer daily reports and makes corrections as required; maintains employee time records. (For a more detailed job description go to: <http://www.mshp.dps.missouri.gov/MSHPWeb/PatrolDivisions/HRD/Civilian/salarySchedule.html>.)

QUALIFICATIONS: **Clerk Typist I:** Graduation from high school or possess a GED. **Clerk Typist II:** Graduation from high school or possess a GED AND possess at least one year experience as a Clerk Typist I or comparable experience. **Clerk Typist III:** Graduation from a high school or possess a GED AND possess at least two years experience as a Clerk Typist II or comparable experience. **All applicants must possess the ability to type 40 words per minute with 10 or less errors.**

<u>SALARY RANGE (Semi-monthly)</u>	Clerk Typist I: \$839.00 - \$1,091.50
	Clerk Typist II: \$890.50 - \$1,188.50
	Clerk Typist III: \$991.50 - \$1,339.50

APPLICATION PROCEDURE: Individuals interested in this position must submit the Patrol's Application for Employment and **take a typing test** (<http://mshp-hrd.AssessTyping.com>) prior to the application deadline. Resumes will not be accepted in lieu of the application. Applicants may obtain an application from the Patrol's website at www.mshp.dps.missouri.gov, or by contacting the facilitator listed above. **Copy of typing test must be attached to the completed application.**

Current employees who meet the minimum qualifications set forth in the attached job descriptions may apply through the Human Resources Division by submitting an intradepartmental letter of application and resume through channels prior to the application deadline.

Individuals who have completed an application for a position within the last six months may request their application be pulled for consideration by contacting the facilitator for the vacant position. If an application is older than six months, the applicant must submit a new application.

Interview boards are tentatively scheduled for the week of November 16, 2009. The tentative start date for this position is within 30 days of the interview.

Some Patrol duties relate to criminal activity. Therefore, employees may be exposed to written material, photographs, and/or verbal language of a sexual nature. The requirements of this position are not intended to create a hostile work environment; however, it is work of an extremely sensitive nature. A copy of the Missouri State Highway Patrol policy on sexual harassment is available upon request.

NOTE: Final selection may be based upon several factors, e.g., results of an oral interview, written examination or exercise, review of past work performance, performance evaluations and/or candidate's possession of the knowledge, skills and abilities deemed necessary for successful performance in the job.

Once a job offer has been made, employment with the Missouri State Highway Patrol is contingent upon the successful results of a Patrol administered drug test, favorable background investigation, and the results of a medical or psychological testing, when required.

EEO STATEMENT: The Missouri State Highway Patrol is an equal opportunity employer. All qualified applicants will be considered for employment without regard to race, color, religion, sex, national origin, age, disability status, or any other non-merit factor.

Missouri State Highway Patrol • Human Resources Division
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